



City of Tualatin

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INTERPRETATION OF CODE PROVISIONS INSTRUCTIONS AND REQUIREMENTS

PURPOSE

An Interpretation of Code can be requested when a specific use is not identified in a planning district and it is of a similar character to other uses listed and found to meet the purpose of the planning district. Interpretations are regulated by Section 31.070 of the TDC.

WHAT

An applicant requesting an interpretation shall submit an application to the CDD - Planning Division as outlined below. Staff will determine if the application is complete or incomplete within 30 calendar days of submittal. If any information is missing or incomplete, the applicant will be notified and the Community Development Director or assigned designee will not act on the request until all necessary information is received. Once a complete application is submitted the Community Development Director has 30 days to issue a final decision pursuant to TDC Section 31.070(3). The decision shall include findings of fact and conclusions for the particular aspects of the decision, based upon applicable criteria.

The interpretation decision may be appealed to the City Council pursuant to TDC 31.076 and 31.077.

APPLICATION REQUIREMENTS

The following information is required with all interpretation applications. If any information is missing, the application will be deemed incomplete until all required information is submitted. Once a complete application is deemed complete, the review can begin.

1. Attend an optional Scoping meeting to discuss the application. The application to request a Scoping meeting is available on the [City website](#).
2. Attend a required Pre-Application meeting to discuss the application. The application and updated fee schedule is available the [City website](#).
3. A narrative addressing the criteria below shall accompany an interpretation application. :
 - a. the amount and type of traffic generated; (a traffic study may be required to substantiate applicant findings.)
 - b. the type of manufacturing or commercial process;
 - c. the nature of any machinery used;
 - d. noise and odor characteristics associated with the use of activity;
 - e. outside storage of materials or products;
 - f. type of structures required;
 - g. character of activity to be conducted on the site; and
 - h. amount of parking required;
 - i. number of persons who would occupy the premises at any one time; and

- j. any other information which the Community Development Manager or designee determines to be relevant to a determination of the issue.
4. A fee must accompany the application at the time of submittal. See the most current [fee schedule](#) for the correct amount.

If you have any questions about the interpretation process, please call the Planning Division at 503-691-3026.